



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1900 Williams Street)
Ft Harrison, Montana 59604-4789

HRO

DATE 10

January 2007

**HUMAN RESOURCES MANAGEMENT OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-335
CLOSING DATE 24 January 2007**

BARGAINING UNIT POSITION: Military Pay Technician, GS-0545-05/06

SALARY RANGE: GS-05 \$28,862.00 - \$37,519.00 PA (per annum)
GS-06 \$32,172.00 - \$41,823.00 PA (per annum)

LOCATION OF POSITION: USP&FO, Helena, MT SELECTING OFFICIAL: CW3 Thomas Poitras

APPOINTMENT FACTORS

EXCEPTED ☒ OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒
COMPATIBILITY: CMF/MOS: **ENL:** 42A, 42F, 42L, 44C, 92A, 92Y
NON-SUPERVISORY ☒ PERMANENT ☒ TEMP ☐

AREA OF CONSIDERATION

AREA I APPLICANTS WILL BE CONSIDERED FIRST

- ☒ AREA I All excepted permanent technicians in the Montana ARMY National Guard.
- ☒ AREA II All members of the Montana ARMY National Guard or those eligible for membership.

NATIONAL GUARD MEMBERSHIP REQUIRED: Prior to filling any excepted position, an individual must be a member of the Montana Army National Guard. The selectee must possess or obtain and be assigned to an AFSC/MOS/SSI's indicated above. Applicants must possess or be able to obtain a SECRET clearance (unless otherwise specified in Enclosure 1). Failure to meet these requirements will result in loss of employment.

Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

SUMMARY OF DUTIES: A brief statement of duties from Position Description No. 70270000/70269000. If applicants desire, a copy of the PD can be obtained from the HRO. Resolves recurring military pay problem cases involving matters such as back pay, supplementary payrolls, cases requiring analysis and fact-finding etc. Edits a variety of payroll actions related to payment of ARNG personnel. Reviews, accepts or rejects source, substantiating, and supporting pay change documents for propriety, authenticity, accuracy, policies, Comptroller General decisions, and other pertinent instructions. Computes pay changes, leave balances, and reports of pay changes. Enters transactions related to an automated system.

PRE-EMPLOYMENT PHYSICAL: Prior to full-time employment, selected individual must complete and pass a pre-placement physical examination.

PROMOTION POTENTIAL: Promotion potential to GS-06, if hired as GS-05, upon completion of a classification desk audit.

PCS FUNDS NOT AUTHORIZED.

EVALUATIONS AND RANKING CANDIDATES: All applications must reflect your current and past employment data as well as all duty assignments, qualifications, education and training **as they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 of this announcement.** Complete and accurate data is essential to insure fair evaluation of candidates. Your application will be the basis for ranking these factors: (3 to 8 KSA FACTORS WILL BE USED). If more than five (5) qualified applicants apply, the evaluation procedures in Article Seven (7) of the negotiated contract applies to Area I applicants. The State Merit Promotion Plan (DMAMT (AR) Regulation 690-335) applies to AREA II applicants. **THIS IS A BARGAINING UNIT POSITION.**

EQUAL OPPORTUNITY: THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

INSTRUCTIONS FOR APPLYING: Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included. The HRO will use DMAMT Form 690-1-E to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612, SF 171 or any other written format. All forms and instructions are available at the HRO in Helena or Great Falls, MT. Applications will be retained by the HRO, Helena, as they are used to support this announcement. Verbal applications will not be accepted or considered. **Applications postmarked after 2400 hours on the closing date will not be considered. APPLICATIONS FAXED (324-3135) OR E-MAILED (hrojva@mtgrea.ang.af.mil) TO THE HRO WILL NOW BE CONSIDERED. USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Applicants may request a personal or telephone interview, and should indicate this on their applications. Applicants will be notified as to date, time, and place of interview. Applications will be sent to: **THE ADJUTANT GENERAL, STATE OF MONTANA, ATTN: HRO-STAFFING, PO Box 4789, FT HARRISON, MT. 59636-4789.** Please call (406) 324-3122/3133/3138, DSN: 324-3122/3133/3138 for any additional information or clarification of application procedures. For application/forms and a list of open job vacancy announcements visit our webpage at:

WWW.DMA.MT.GOV/HRO/

REMINDER: A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST, Lt Col, MTANG
Human Resources Officer

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-335

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA's), General, and Specialized Experience requirements.

KSA'S FOR MILITARY PAY TECHNICIAN, GS-0545-05, 70270000/70269000

1. Ability to apply military or federal pay regulations and procedures.
2. Ability to compute pay actions.
3. Ability to make extensive pay record searches and determine corrective action.
4. Ability to resolve complicated pay problems and audit individual's pay history.
5. Ability to troubleshoot automated pay systems and determine cause of error.

GENERAL EXPERIENCE: General experience, education, or training in applying directives, laws, regulations and decisions to the processing and verifying pay actions.

SPECIALIZED EXPERIENCE: Must have 6 months of specialized experience in processing pay actions.

KSA'S FOR MILITARY PAY TECHNICIAN, GS-0545-06, 70270000

1. Skill to apply military or federal pay regulations and procedures.
2. Skill in computing pay actions.
3. Ability to make extensive pay record searches and determine corrective action.
4. Skill in resolving complicated pay problems and audit individual's pay history.
5. Ability to troubleshoot automated pay systems and determine cause of error.

GENERAL EXPERIENCE: General experience, education, or training in applying directives, laws, regulations and decisions to the processing and verifying of military or federal pay actions.

SPECIALIZED EXPERIENCE: Must have 9 months of specialized experience in processing military or federal pay actions.

/signed/
THOMAS POITRAS
CW3, MT ARNG
Supv Financial Technician

Enclosure 1